

[Skip to Content](#)[All About PHI](#)[News & Events](#)[People & Programs](#)[Public Health 101](#)[Resource Library](#)[Who is PHI?](#)[Board of Directors](#)[Senior Management](#)[● Employment](#)[Funders & Financials](#)[Donate Now](#)

Employment - Job Description

November 12, 2008

Business Systems Analyst II

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time Business Systems Analyst II (BSA II). This position is located in Oakland, CA.

Duties & Responsibilities:

The BSA II will assist with financial application analysis, design and technical support functions. The BSA II will perform technical analytical duties including process/workflow engineering, business requirements gathering and evaluation, as well as functional application support and technical specification writing. The incumbent will provide project management and functional leadership to assigned projects. The responsibilities include the production of functional specifications, requirements, data and system analysis and test plans. The BSA II is expected to perform technical specification design, evaluation, testing and documenting of applications. And, assist in system integration and information sharing development.

Qualifications:

A 4 year college degree in finance, accounting, economics, information systems, or other analytically-intense discipline required. At least 6 to 10 years professional experience is required. This position requires a background in large ERP environments (Lawson preferred). Strong background in project/cost accounting and systems sought. Exposure to federal and/or State Grants Management rules and guidelines beneficial; specific experience with OMB Circulars A110 and A122 highly desired. Functional exposure to many aspects of financials management, HRIS and large payroll systems is desired. Candidates should have demonstrated ability to manage technical projects and resources to ensure deliverables are met and stakeholders are communicated with. The candidate will need to have spent time designing, testing and creating specifications for business reporting infrastructures using Seagate/Crystal reports/Business Objects (preferred) or other reporting suites (Cognos, Oracle Forms, Hyperion, etc.). Exposure to SQL is also highly desired. The candidate should also possess a significant background in the Microsoft Office productivity suite, with specific experience in Excel and Access. Additionally beneficial would be exposure to tools such as Visio, Project and Power Point. PHI requires a team player, with good verbal and written skills and an ability to wear many hats as the need arises.

Compensation:

Salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

If you do not have internet access, PHI's mailing address for this position is listed below. Please send cover letter, resume ASAP to:

Public Health Institute
555 - 12th Street, 10th Floor
Department 186, Oakland, CA 94607-4046
We are proud to be an EEO/AA Employer
NO PHONE CALLS PLEASE

[Return to Job Openings](#)

[All About PHI](#) | [News & Events](#) | [People & Programs](#) | [Public Health 101](#) | [Resource Library](#)

© 2008 Public Health Institute